

C O U N C I L   C O M M U N I C A T I O N

TO:        THE CITY COUNCIL  
FROM:      THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE:  
January 16, 1991

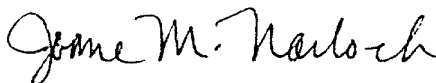
SUBJECT:   Revised Class Specifications for Public Works positions.

PREPARED BY:                      Joanne Narloch, Personnel Director

RECOMMENDED ACTION:              That the City Council approve the revised class specifications (Resolution 91-11 ) for: Laborer/Maintenance Worker I/II, Street Maintenance Worker III, Water/Wastewater Maintenance Worker III, Plant and Equipment Mechanic, Tree Trimmer, and Senior Tree Trimmer.

BACKGROUND INFORMATION:          Because of the new regulations imposed by the State Department of Motor Vehicles, many vehicles which in the past did not require a commercial licence to operate now do. In conformance with the law, this requirement has been added to the attached job specifications. All incumbents have or are being trained to qualify them for the license.

Respectfully Submitted,



Joanne M. Narloch  
Personnel Director

JMN/la

Attachment

COUNCO31/TXTA.04P

RESOLUTION NO. 91-11

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATIONS  
FOR PUBLIC WORKS POSITIONS

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RESOLVED, that the Lodi City Council does hereby adopt the revised class specifications for the following Public Works Department positions, as shown on Exhibits A through F, attached hereto and thereby made a part hereof:

- A) Laborer/Maintenance Worker I/II
- B) Street Maintenance Worker III
- C) Water/Wastewater Maintenance Worker III
- D) Plant and Equipment Mechanic
- E) Tree Trimmer
- F) Senior Tree Trimmer

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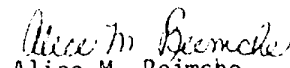
Dated: January 16, 1991

I hereby certify that Resolution No. 91-11 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 16 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and  
Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

91-11

RES91111/TXTA.02J

Laborer/Maintenance Worker I/II**EXHIBIT A**DEFINITION:

Performs a wide variety of maintenance and construction work in either the Street or Water/Wastewater Division of the Public Works Department. Performs a variety of semi-skilled and skilled tasks as assigned; operates light and heavy equipment. These three classes are flexibly staffed such that an individual assuming a Laborer position may reasonably expect to progress to the I level with training, experience, and satisfactory performance. Similarly, a Maintenance Worker I may expect to progress to the II level.

DISTINGUISHING CHARACTERISTICS:

Laborer - This is the sub-entry level class in the maintenance worker series. Positions in this class are distinguished from higher level classes in that they are expected to have virtually no experience or technical knowledge in construction and maintenance work. This position performs the most routine work in the Public Works and Parks Departments and never exercises technical supervision over other maintenance workers.

Maintenance Worker I - This is the entry level of the maintenance worker series. Positions in this class are distinguished from the Maintenance Worker II level in that they do not perform as broad a range of technically complex skills, do not operate heavy equipment as frequently, and are not normally expected to lead a field crew. The I level is distinguished from the Laborer in that the Maintenance Worker I's perform more than the most routine tasks. Under the flexible staffing system, positions in this level normally are filled from the Laborer class.

Maintenance Worker II - This is the journey level in the maintenance class series. Positions in this class are fully trained in a variety of tasks in the Streets of Water/Wastewater Divisions. This class is distinguished from the Maintenance Worker I level by the greater extent of technical knowledge; also, the II level occasionally is required to lead a field crew. The II level is distinguished from the III level in that III's regularly are expected to lead field crews and assist Supervisors with administrative tasks. Under the flexible staffing system, positions in this class normally are filled from the I level.

SUPERVISION RECEIVED AND EXERCISED

Laborer - Receives immediate supervision from Division Supervisors and senior level maintenance workers.

Maintenance Worker I/II - Receives general supervision from Division Supervisors and occasionally exercises technical supervision over lower level maintenance positions. Receives technical supervision from Maintenance Worker III's.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Streets

Spreads, rakes, compacts, and rolls asphalt in streets construction and maintenance.  
Excavates curbs and gutters, sidewalks, and utility trenches.  
Prepares sub-grade for curb and gutter, roadways, and sidewalks.  
Repairs pot holes with oil mix, cold mix asphalt, and hot mix asphalt.  
Performs pavement crack sealing.  
Repairs sprinkler systems and related components.  
Reclamites and sand seals streets, alleys, and parking lots.  
Cleans street and alleys.  
Mixes, pours, and finishes concrete.  
Cleans and maintains storm pumping stations, manholes, and catch basins; rods plugged catch basin lines.  
Installs street name signs and traffic warning signs; paints crosswalks and speed limit legends; repairs street signs.  
Assists in tree removal and minor trimming.  
Operates tractors, backhoes, chipper, Vactors, trucks, and numerous other light and heavy equipment and power tools in the performance of duties.

Water/Wastewater

Installs and repairs water and wastewater services.  
Mixes, pours, and finishes cement.  
Measures, cuts, and threads pipes, installs various sizes of waterlines.  
Installs and maintains wastewater lines.  
Repairs and upgrades well piping and equipment.  
Bores waterlines under streets.  
Installs and repairs fire hydrants.  
Installs manholes.  
Unplugs wastewater lines and storm drains.  
Assists Street Division in storm patrol  
Cleans and maintains equipment.  
Repairs and maintains water valves, water meters, and related facilities.  
Checks City wells and sewer lift stations.  
Operates tractors, backhoes, Vactor, trucks and numerous other light and heavy equipment and power tools in the performance of duties.  
Performs related duties as required.

MINIMUM QUALIFICATIONS

Laborer

Knowledge of:

Basic maintenance methods and equipment.

Ability to:

Perform manual labor.  
Understand and carry out oral and written instructions.  
Learn the use and operation of a variety of equipment, tools, and vehicles.  
Learn safe work practices.

EDUCATION AND EXPERIENCE

None required.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

Maintenance Worker I

Knowledge of:

Methods, materials, and equipment used in construction and maintenance.  
Purpose and uses of a variety of light and heavy equipment, vehicles, and power tools.  
Safe work practices.

Ability to:

Perform technically complex construction and maintenance tasks.  
Operate a variety of equipment, vehicles, and tools.  
Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be:

Education:

None required.

Experience:

One year experience in construction and/or maintenance work.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

Maintenance Worker II

In addition to the requirements for Maintenance Worker I:

Knowledge of:

Specific attributes of the City of Lodi's sewer system or water/wastewater system.

Ability to:

Oversee the work of others.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be:

Education:

None required.

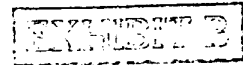
Experience:

Two years experience in construction and/or maintenance work.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE49/TXTA.04P/REC.DIR

Street Maintenance Worker IIIDEFINITION:

Performs highly responsible work in the construction, maintenance and repair of City streets, alleys, and parking lots. Performs various skilled tasks in the Street Division; operates heavy equipment, assists in the supervision of field crews.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey level class in the maintenance worker class series. Positions in this class are distinguished from Maintenance Worker II's in the Streets Division in the following ways: they are expected to exercise technical and functional supervision over lower level maintenance workers by being field crew lead workers; they are expected to operate all heavy equipment and vehicles in the Division; they perform the most technically complex tasks in streets construction and maintenance work and other Division functions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Street Supervisors.

Regularly exercises technical supervision over lower level maintenance workers.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Serves as lead worker for field crews; organizes work; oversees work of crew.  
Assists Supervisor in project scheduling and work organization; prepares daily time cards for crew in absence of Supervisor.  
Oversees placement of cones, signs, and barricades at job site for safety precautions.  
Spreads, rakes, compacts and rolls asphalt in streets construction and maintenance.  
Excavates for curbs, gutters, and sidewalks; excavates and backfills trenches.  
Prepares subgrade for curb and gutter, roadways, and sidewalks.  
Repairs pot holes with oil mix, cold mix asphalt, and hot mix asphalt.  
Performs pavement crack sealing.  
Reclamites and sand seals streets, alleys, and parking lots.  
Cleans streets and alleys.  
Repairs sprinkler systems and components.  
Mixes, pours, and finishes concrete.  
Cleans and maintains storm pumping stations, manholes, and catch basins; rods plugged catch basin lines; cleans catch basins.  
Installs street name signs and traffic warning signs; paints crosswalks and speed limit legends; repairs street signs.  
Assists in tree removal.  
Operates backhoes, grader, chipper, street sweeper, tractor, trucks, and numerous other light and heavy equipment and power tools in the performance of duties.  
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, procedures, materials, and equipment used in streets construction and maintenance.  
Purpose and uses of a variety of heavy equipment, vehicles and power tools.  
Safety work practices.  
Federal and State regulations pertaining to traffic control devices and markings.

Ability to:

Perform technically complex streets construction and maintenance tasks.  
Organize and oversee the work of others.  
Operate a variety of equipment, vehicles, and tools.  
Read and interpret plans and specifications.  
Communicate clearly and concisely.  
Establish safe work practices and train field crews.  
Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

Education:

Completion of high school or its equivalent.

Experience

Three years experience in construction and maintenance work including one year in the operation of a variety of construction equipment in street construction and maintenance.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE53/TXTA.04P/REC.DIR



Water/Wastewater Maintenance Worker III**EXHIBIT C**DEFINITION:

Performs highly responsible work in the construction, maintenance, and repair of water and wastewater collection systems. Performs various skilled tasks in the Water/Wastewater Division; operates heavy equipment; assists in the supervision of field crews.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey level class in the maintenance worker class series. Positions in this class are distinguished from Maintenance Worker II's in the Water/Wastewater Division in the following ways: they are expected to exercise technical and functional supervision over lower level maintenance workers by being field crew lead workers; they are expected to operate all heavy equipment and vehicles in the Division; they perform the most technically complex tasks in water/wastewater system construction and maintenance work and other Division functions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Water/Wastewater Supervisor.

Regularly exercises technical supervision over lower level maintenance workers.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Serves as lead worker for field crews; organizes work; oversees work of crew.  
Assists Supervisor in project scheduling and work organization; prepares daily time cards for crew in absence of Supervisor.  
Oversees placement of cones, signs, and barricades at job site for safety precautions.  
Installs and repairs water and wastewater services.  
Mixes, pours, and finishes concrete.  
Excavates and backfills trenches.  
Measures, cuts, and threads pipes; installs various sizes of water lines.  
Installs and maintains wastewater lines.  
Repairs and upgrades well piping and equipment.  
Bores waterlines under streets.  
Installs and repairs fire hydrants.  
Installs manholes.  
Assists Streets Division in storm patrol.  
Cleans and maintains equipment.  
Repairs water valves and performs meter maintenance and repair.  
Checks City wells and wastewater lift stations.  
Operates backhoes, tractor, TV inspection equipment, trucks, and numerous other light and heavy equipment and power tools in the performance of duties.  
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in water/wastewater system construction and maintenance.  
General construction methods and procedures with an emphasis in plumbing.  
Purpose and uses of variety of heavy equipment, vehicles, and power tools.  
Safe work practices.

Ability to:

Perform technically complex water/wastewater system construction and maintenance tasks.  
Organize and oversee the work of others.  
Operate a variety of equipment, vehicles, and tools.  
Read and interpret plans and specifications.  
Communicate clearly and concisely.  
Establish safe work practices and train field crews.  
Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

Education:

Completion of high school or its equivalent.

Experience:

Three years experience in construction and maintenance work including one year in the operation of a variety of construction equipment in water/wastewater construction and maintenance.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE52/TXTA.04P/REC.DIR

Plant and Equipment Mechanic**EXHIBIT D**DEFINITION

Performs skilled mechanical and maintenance work on wells, pumps, motors, and related equipment for the water system, storm drain, wastewater pumping stations and treatment plant; responds to customer water and wastewater service calls and operational emergencies; performs specialized systems maintenance tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a journey level class in the Water/Wastewater Division of the Public Works Department, performing preventative maintenance and technical mechanical work. Positions in this class work independently at the wastewater treatment plant and on city-wide water distribution and wastewater collection systems. It is distinguished from the Water/Wastewater Maintenance Worker III class in that it performs primarily mechanical functions, works independently, and does not lead a field crew.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Water/Wastewater Supervisor or the Wastewater Treatment Supervisor.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Inspects, operates, diagnoses, and repairs wells, wastewater pumps, storm pumps, valves, and wastewater plant equipment. Performs regularly scheduled preventative maintenance work.
- Responds to customer complaints regarding conservation, water and wastewater services.
- Inspects, operates, diagnoses and repairs chlorinator and sulphur dioxide equipment, hydraulic units, boilers, heat exchangers and other stationary equipment.
- Repairs water meters and other water and wastewater services.
- Electronically traces customer services lines.
- Coordinates repair work with electricians and/or contractors.
- Records electrical and flow reading data from water, wastewater, and storm pumps.
- Measures and records water and well soundings.
- Maps and records locations of water valves, water lines and fire hydrants.
- Maintains logs of repair on mechanical equipment.
- Coordinates maintenance and repair work of emergency generators with other city personnel.
- Maintains supply of sampling equipment for chlorine and bacteria tests.
- Takes samples of water and tests for chlorine content.
- Uses and maintains a variety of hand, power, and shop tools and equipment.
- Assists street, water and wastewater crews in emergencies when needed.
- Provides direction to assisting staff; instructs them in proper work procedures and safety precautions.
- Operates, loads and unloads chlorine cylinders, using stationary crane or by hand.

EXAMPLES OF DUTIES (continued):

Maintains storage ponds by spraying and discing.  
Reads gauges and meters to ensure the proper operations of water and wastewater systems.  
Operates tractor-loader to clean sludge lagoons.  
Cleans and maintains landscaped areas, roadways, and general grounds at White Slough, wells, storm and wastewater pump stations.  
Cleans and maintains anaerobic digesters including gas compressors and related equipment.  
Maintains tools, equipment and work area in a clean, safe condition.  
Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Mechanics of water, wastewater and storm systems and pumps, hydraulic units, boilers, collection units, displacement blowers, gas compressors, anaerobic digester, emergency generators, and other related equipment.  
Principles of plumbing.  
Methods, materials and equipment used in maintenance of water, wastewater systems and wastewater facilities.  
Rigging principles and techniques.  
Basic mathematics.  
Maintenance of storage ponds and sludge lagoons.  
Proper loading and unloading of chlorine cylinders.  
Safe work practices in the water and wastewater industry.  
Use and maintenance of a variety of tools and equipment used in water, wastewater and treatment systems.

Skill To:

Operate and perform maintenance work on water and wastewater system equipment.  
Diagnose and repair mechanical problems in water and wastewater systems.  
Work independently.  
Communicate clearly and concisely.  
Maintain accurate records.  
Understand and follow oral instructions.  
Read and interpret manuals, construction plans, and specifications.  
Establish and maintain cooperative work relationships with city employees, vendors, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Completion of high school or its equivalent.

Experience:

Three years of experience working with water or wastewater systems.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C) from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE02/TXTA.04P/REC.DIR

Tree TrimmerDEFINITION:

Trims a variety of City trees; plants and removes trees; performs other Street Division work as required.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class of the tree trimmer class series. The Tree Trimmer is a regular member of the tree trimming crew led by the Senior Tree Trimmer. It is distinguished from the Senior level in that he only occasionally exercises technical supervision over subordinate classes and does not perform the most technically complex tree trimming jobs on a regular basis.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from Street Supervisors; receives technical supervision from the Senior Tree Trimmer.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Working under an annual program, trims and cleans a variety of City trees in parks, parkways, around high voltage power lines, and on City grounds. Performs root surgery and topping, falling and lowering limbs, cavity work, and limb cabling.

Operates Hi-Ranger, power tools, chipper and chain saw.

Cleans and maintains hand and power tools, climbing equipment, and trimming equipment.

Provides appropriate protection to vehicular and pedestrian traffic at work site.

Performs, as required, other Street Division duties similar to maintenance Worker I or II.

Performs related duties as required.

MINIMUM QUALIFICATIONSKnowledge of:

Tree maintenance, planting, and removal.

Tree species, diseases, and insects.

Purpose and uses of power equipment.

Safe work practices.

Ability to:

Trim, plant, and remove trees.

Climb with rope and saddle.

Treat diseased trees.

Operate a variety of power equipment and machinery.

Communicate clearly and concisely.

Work safely; exercise caution around high voltage power lines.

Understand and carry out oral and written communications.

CITY OF LODI  
TREE TRIMMER

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EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

Education:

None required.

Experience:

One year experience as a tree trimmer or related work.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE54/TXTA.04P/REC.DIR

Senior Tree Trimmer**EXHIBIT F**DEFINITION:

Serves as lead worker for tree trimming crew. Trims a variety of City trees; plants and removes trees; performs other Street Division work as required.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey level class specializing in tree trimming and other tree work. It is distinguished from the Tree Trimmer class by the extent of technical expertise required and in the regular exercise of technical and functional supervision over subordinate positions. The Senior Tree Trimmer is a field crew leader and works with minimal supervision.

SUPERVISION RECEIVED AND EXERCISED:

Receives minimal general supervision from Streets Division Supervisors.

Regularly exercises technical and functional supervision over the Tree Trimmer and Maintenance Worker positions.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Working under an annual program, trims and cleans a variety of City trees in parks, parkways, around high voltage power lines, and on City grounds. Performs root surgery and topping, falling and lowering limbs, cavity work, and limb cabling. Operates Hi-Ranger, power tools, chipper and chain saw. Cleans and maintains hand and power tools, climbing equipment, and trimming equipment. Provides appropriate protection to vehicular and pedestrian traffic at work site. Serves as field crew leader; responsible for the work of subordinate crew members. Performs, as required, other Street Division duties similar to maintenance Worker I or II. Performs related duties as required.

MINIMUM QUALIFICATIONSKnowledge of:

Tree maintenance, planting, and removal.  
Tree species, diseases, and insects.  
Purpose and uses of power equipment.  
Safe work practices.



MINIMUM QUALIFICATIONS (Continued)

Ability to:

Work with minimal direct supervision.  
Trim, plant, and remove trees.  
Climb with rope and saddle.  
Treat diseased trees.  
Operate a variety of power equipment and vehicles.  
Communicate clearly and concisely.  
Organize and supervise the work of a tree trimming crew.  
Work safely; exercise caution around high voltage power lines.  
Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

Education:

None required.

Experience:

Two years experience as a tree trimmer or related work.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

JOBSPE55/TXTA.04P/REC.DIR